

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 10, 2013
CLOSING DATE: NOVEMBER 1, 2013

DEPARTMENT: Board of Supervisors

POSITION: Management Associate

LOCATION: Globe

JOB CODE: 13-113

ANNUAL SALARY: \$39,104.00-\$47,632.00 DOE

PURPOSE OF THE JOB

This position is to provide complex administrative assistance to the County Manager and act as liaison between the County Manager's Office and professional staff throughout the county. This position also coordinates with community, other county, state, and federal agencies regarding funding and legislation.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities

DELEGATION OF WORK

Occasionally assigns work activities to others.

SUPERVISORY AUTHORITY

No supervisory authority.

DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
<p>Provide administrative assistance to County Manager and act as liaison between the County Manager's Office and professional staff throughout the county.</p> <p>Coordinate with the Manager regarding calendaring and scheduling meetings and events.</p> <p>Screen, receive and followup on incoming correspondence, arranging by priority, referring matters to other staff, responding personally on matters not requiring the Manager's personal attention, and referring important matters to the Manager.</p> <p>Select items and issues to be filed; organize and maintain all Manager's files, records and documentation.</p>	45%
<p>Serve as liaison with County Supervisors Association regarding legislation impacting County government.</p> <p>Monitor, track, research, analyze all pertinent legislation and regularly report to the Manager.</p> <p>Attend meetings with CSA, legislators, county officials to gather and disseminate information on proposed legislation.</p> <p>Receive, coordinate, and manage all community agency and economic development funding requests; monitor and track constituent funds.</p> <p>Conduct research and provide assistance in preparing Intergovernmental Agreements (IGA), Memoranda of Understanding (MOU) and contracts for community agency and economic development funding; prepare appropriate items for Board of Supervisors approval.</p> <p>Monitor IGA, MOU and contract performance with receiving entities.</p>	25%

<p>Perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports.</p> <p>Assists the County Manager in organizational issues by developing alternatives and making recommendations on matters such as organizational structure, budgeting issues, staffing, facilities, productivity, and policy and procedure development and implementation.</p> <p>Other duties and responsibilities as assigned.</p>	15%
---	-----

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendations for the countywide budget and reviews, edits, and approves for submission the department budget.

PROJECT RESPONSIBILITIES

This position provides project resource allocation only based upon pre-approved resources, without authority to decline or approve new resource needs for organizational planning and development projects, quality improvement projects, process improvement projects, capital development projects, human resource projects, and employee training and development projects.

ORAL COMMUNICATION DUTIES

This position requires explaining policies and procedures to employees and the public, responding questions or concerns, participating in group discussions, and giving presentations or speeches.

WRITTEN COMMUNICATION DUTIES

This position requires writing and/or editing documentation, procedures and guidelines for county employees monthly; writing and/or editing internal memoranda, formal letters, and emails daily; and writing and/or editing reports and Board of Supervisors presentations.

INTERACTIONS WITH GENERAL PUBLIC

This position interacts extensively with employees, the general public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by e-mail and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

This position is always (more than 85% in a year) interacting with internal or external customers.

MINIMUM EDUCATION REQUIRED:

Bachelor's Degree in Public Administration, Political Science, Business or related field preferred. Equivalent combination of education, training and experience may substitute for degree.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Five (5) years of progressively responsible administrative experience.

CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

This position requires knowledge of: Administration & Management; English Language & Composition; Federal, State, Local Laws, Regulations and Statutes; Law & Government; and Human Resources management.

SKILLS

This position must be skilled in: Active Listening; Communicating Diplomatically; Developing Alternative Solutions; Problem Recognition; Problem Solving; Time Management; Multi-tasking; and Typing and Data Entry.

ABILITIES REQUIRED

This position must have the ability to: Generate fluent new and useful ideas; Solve problems sensibly and swiftly; Consider options, risks and benefits; Express self orally and in writing; Read and write at college level.

PHYSICAL DEMANDS

- Sitting to complete reports, operate computers, write programs and/or to attend to other duties.
- Occasional lifting under 10 lbs.
- Occasionally bending to reach and grab materials
- Occasionally walking to and from works sites

WORK ENVIRONMENT

This position routinely spends working hours in the office and occasionally may travel to out of town meetings in a support position.

SAFETY RISK EXPOSURE

None

PROTECTIVE GEAR & SAFETY MANUALS

None

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees and citizens and cause delays in services.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.